

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 3 October 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #40
27 September through 3 October 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 24 September there were 104 people in Clerical Induction Training and 29 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 24 September were as follows: Of 19 people tested in shorthand, 2 qualified; of 26 people tested in typewriting, 18 qualified.

(3) The results of the official Agency tests administered by Clerical Refresher Training on 25 September were as follows: Of 3 people tested in shorthand, none qualified; of 2 people tested in typewriting, 1 qualified.

(4) On 28 September a typewriting pre-test was administered to twelve servicemen who have come on duty and will be assigned to the Office of Communications.

(5) The new 3½ hour program on Communism, inaugurated in the Clerical Orientation course the week of 17 September and presented by a staff member from the School of International Communism, is proving to be very successful. Mr. [redacted] has been the instructor to date; his approach is stimulating and enthusiastic, and his material is well selected and properly geared to the needs of the class. The written critiques requested of the students show that they absorb the content of the lectures and films. 25X1

(6) The change in the schedule of Clerical Orientation to Tuesday, Wednesday, and Thursday is proving to be most satisfactory.

b. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

25 YEAR RE-REVIEW

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c. Intelligence Orientation

25X1 (1) Intelligence Orientation #2 began on 1 October with 115 students enrolled. [] DDTR, delivered a talk entitled "Introduction to Training" which served to get the course off to a good start.

25X1 (2) On 1 October [] met with [] of the Plans and Policy Staff/OTR, to discuss further some tentative suggestions concerning orientation to PP activities. Additional discussions with C/JOTP and with representatives of the Operations School will be held.

25X1 (3) On 1 October [] met with C/IS and [] to discuss availability of personnel to conduct not only the regularly scheduled Writing Workshop but also special writing workshops to be put on at the request of FBID and the Office of Communications. Messrs. [] will handle these programs.

d. Management Training

25X1 (1) On Friday, 28 September, at the invitation of the Office of Civilian Personnel, Department of the Army, [] attended a presentation on "Creative Thinking." This is a newly developed phase of the course on Personnel Management for Executives. The lecture given by [] and the subsequent demonstration were most disappointing. The presentation was, in the observers' judgment, quite ineffective.

25X1 (2) On Saturday, 29 September, [] drove to the State Department's training site at Front Royal to hear a lecture on "Leadership," given by Mr. John McCarthy of the General Electric Company Management Training Program. Mr. McCarthy was brought in as a guest lecturer in the management phase of the Mid-Career course of in-service training given by the Department of State. [] felt that the lecture offered some useful ideas, but was disappointed in the presentation as a whole. It was very loosely organized, and less relevant to the job situation than lectures typically given in Basic Management and Basic Supervision.

25X1 (3) While at Front Royal on Saturday, [] was questioned by both staff members and students as to the absence of CIA participants in the student group. The staff felt that participation by a CIA employee in the last session had been of great value, and several students, most of whom were Foreign Service Officers just returned from overseas assignments, would have welcomed an opportunity to exchange ideas with members of a kindred organization. It was not clear whether these expressions of interest grew out of the students' working relations with Agency personnel in the field, or whether the Mid-Career Course is gradually being thought of by its sponsors as an inter-agency service. One non-State employee, an Army officer, was in the current group.

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e. Administrative Training

(1) [] presented a Cable and Dispatch Course for a group of twenty OSI officers and secretaries. They will present a second session this week for a similar group.

(2) Administrative Procedures concluded on 28 September. A number of students in this class felt the need for additional tutorial training in certain subjects; arrangements have been made to provide this training during the next week.

f. Intelligence Training

Intelligence Techniques #2 started on Monday, 1 October, with 17 students. In addition to 13 JOT's, there are two students from OCR, one from OTR, and one from Personnel.

g. Reading Improvement

(1) [] completed Intelligence Orientation and Introduction to Communism on 28 September.

(2) [] visited the Air Force Reading Course on Tuesday, 2 October.

h. OTR Orientation Officer

(1) On 1 October the CIA Introduction program was held for 52 people.

(2) A half-day Dependents' Briefing was held on 2 October for 14 people.

i. Instructional Techniques

(1) [] met with [] Management Staff, on 3 October. The target date for the Electronics course has been set at 26 November.

(2) [] has arranged to have a "live" exhibit from Remington & Rand to be sent to GSR on 5 October in connection with

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[redacted] presentation. Security and transportation have been taken care of.

3. PERSONNEL NOTES

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a. [redacted] has returned to duty after being a student in the Operations Course. He became the father of a baby girl on 5 September.

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b. [redacted] returned from annual leave on 1 October.

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c. [redacted] will be on jury duty in the District of Columbia until 2 November; he will be on annual leave from 5 November through 23 November.

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d. [redacted] returned from her month's vacation in California on 1 October.

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